TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Apr 23, 2024
*Consent Agenda

Board Members Present:
- ☑ Sandy Flint
- ☑ Sue Frame
- ☑ Chloe Jackson
- ☑ Jennifer Lake
- ☑ Lori Nelson
- ☑ Bill Mack
- ☑ Ruth Stark
- ☐

Ex-Officio Members Present:
- ☑ Tracy Quarnstrom
- ☐

1. **Meeting Call to Order**
    a. Pledge of Allegiance
    b. Mission/Vision Statement
    c. Wolf Creek Motto
2. **Roll Call, Acronym List, Conflict of Interest Disclosure, Approval of Agenda**

A motion was made by Frame to accept the agenda with the exception of pulling the closed session section (8.I.) from the agenda due to inadequate information at the time of the meeting.

3. **Open Forum**
    a. Becki Olseen
    b. Renee Anick
    c. Hannah Edblad
    d. Brianna Karnes
    e. Chris Wallin
    f. Lindsay Coppernoll
    g. Jolene Comstock
    h. CJ Hanson
4. **Visitors**
    a. In Person
        i. Kyle Swanson
        ii. Brenda Swanson
        iii. Cory Becker
    b. Virtual
        i. Jessica Baker
        ii. CJ Hanson
        iii. Naomi Hartzberg
        iv. Lindsay Miller
        v. Christian Shafer
        vi. Randi Stream

5. **Approval of Minutes of Previous Meeting**

   A motion to accept the minutes from the last meeting was made by Flint and seconded by Frame. All voted and the motion passed.

6. **Consent Agenda Items:**
   a. Strategic Plan Initiatives
   b. Board Governance - MCS Handout and MSBA Handout
   c. Revised School Calendar for 2024-2025

7. **Consideration of Claims and Accounts / Accounts and Finances:**
   a. Bills and Wires were presented by Vosberg-Torgerson in several different runs due to the date of the board meeting getting changed. A motion made by Frame to approve the bills and wires dated March 28, April 9, and April 10, 2024, totalling $ 52,080.24 (represented by check numbers 8538 through 8560). Stark seconded the motion, all voted and the motion passed.
   b. Finance and Investment Report Vosberg-Torgerson presented the monthly investment report dated 3/31/2024 , showing total revenues of $234,405.86 and total expenditures of $153,443.87. The revenues over expenditures amounted to $80,961.99, with a cash-on-hand balance of $939,993.05 and investments at $1,660,000.00. Motion was made by Flint and seconded by Jackson to approve the March 31, 2024 Financial Report. All voted and the motion passed.
   c. Fund Balance Working Group - Nothing to report at this time.
   d. Personnel Policies Working Group Information - This was requested to be a closed session but the information to be presented by the lawyer was not ready so it stayed open.
      i. Historical Document and Annual Benefits Sheet - shows staff total compensation.
      ii. Timeline
      iii. Personnel Policies Proposal - for 24-25 SY; slides presented by Quarnstrom about the options for licensed staff; discussion ensued around how the percentage was decided on and the pros and cons of salary increases versus augmentations. Jackson requested to see more options and made a motion to bring new information to the special meeting in May, with a second from Nelson. Frame added to the motion saying that a deadline of May 15th should be included. All voted and the motion passed.
      iv. Virtual Pilot Survey Results - Quarnstrom presented data taken from a staff survey that showed the .8 virtual learning manager pilot was a success. The board decided to bring the position back for school year 24-25 with the exception of making it a 1.0 position after a motion was made by Jackson and seconded by Nelson.
      v. Staffing Needs for 2024-25 and Discussion - It was determined that Wolf Creek needs to hire math and SPED positions but, without personnel policy voted on, the positions cannot be posted because salary is not known.
      vi. Special Meeting for May 1-7 TBD - Tuesday May 7, 2024 will be the Special Meeting.
   e. Resignation Letter from S. Matheson, Learning Manager was presented to the board saying that she will be leaving her position after the 2023-24 school year. A motion to accept the resignation was made by Stark and seconded by Flint. The motion passed with all members voting.
   f. Facilities Needs Updates - A motion was made by Stark and seconded by Mack, to allow Quarnstrom to move forward with the landlord to begin work on the HVAC systems. All voted and the motion passed.
   g. Other:
      i. FY24 Revised Budget - Vosberg-Torgerson showed the board the proposed budget and will consider it Board Finance Training for the year. A motion was made by Frame, and seconded by Flint, to approve the budget. All voted in favor and the motion passed.

8. **Reports and Business:**
    a. Director Report - Quarnstrom reported that MCA testing and Act testing went well and that staff were busy with prom and graduation.
    b. Enrollment Report - Flint reported at the time of the meeting that enrollment was at 211: 169 full-time, 36 OLL, 5 PSEO and 1 tuition students. There were 11 students that graduated after term three.
    c. Marketing Report - On April 30th an open house was held for potential new students and families and the website is continuing to track hits. The billboard in Forest Lake has been taken down.
    d. Summer School 2024 - After discussing any needed revisions, Stark made a motion to accept the contract with Chisago Lakes to run Summer classes again. Mack seconded the motion; all voted and the motion passed.
        i. Updates
        ii. Contract
    e. Cognia Report - Quarnstrom updated the board that the accreditation review was complete and that Wolf Creek received high marks in many areas, including our data practices. This will be in place for five years.
    f. Special Ed Analysis Update - The board was updated on the urgency of hiring a SPED teacher and about how competitive the field is. This will be a priority area as personnel policies move forward.
    g. School Board Needs and Changes
        i. Future Retreats
        ii. Trainings
        iii. Listening Sessions
        iv. Other
    h. Other
        i. Photo of Board
        ii. Signing Diplomas
        iii. Save the Date for Graduation
        iv. Legislative Changes
    i. CLOSED Session for Preliminary Consideration of Allegations or Charges Against an Individual Subject to Board's Authority - Did not happen per C. Shafer.

9. **Policy and Procedure**
    a. Policy 613 - Graduation Requirements, no action taken at this time.
    b. Procedure 120 - Prom, no action taken at this time.

10. **Other: The next regular meeting will be held on May 28, 2024**

Approval of Minutes for the Apr 23, 2024 Meeting:

Jennifer Lake
Board Representative

5/28/24
Date